



BRITISH AU PAIRS AGENCY

31 Critchley Avenue, West Hill Dartford Kent DA1 2GF

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E-mail: britishaupairs@yahoo.com

Dated as postmark

Dear Family,
Au Pair / Mothers Help Placement

British Au Pair Agency is an Au Pair, Nannies and Mother's Helps Agency in Dartford Kent that offers families a prompt, tailored and professional childcare placement service. Understanding the needs of each individual family is of great importance to us. Through our caring, smart and efficient matching process, we hope to bring children, parents and their careers together in a satisfying, happy relationship.

By offering a professional and exclusive service for families, nannies, mother's helps and au pairs, our ultimate mission is to find the ideal one stop childcare solution for our clients within days! We are proud to say that our Au Pair, Nanny and Mother's Helps Agency clients and candidates come to us through word of mouth and personal recommendation.

British Au Pair Agency is accredited and recommended by the reputable partners. FINDING YOU THE RIGHT CHILD CARER –We have many Au Pairs, Couple Au Pairs/ Mothers Help- Drives that are good cook and are ready to start ASAP. They are from the EEC countries only!

-British Au Pair Agency

- * Assess and understand your childcare needs and family background
- * Present well-chosen and fully vetted candidates
- * Provide comprehensive information on candidates to help families' decision
- * Offer a prompt & tailored service to clients
- * Support families before and after the placement
- * Up to 12 Months Placement Guarantee

We are sure after reading through the terms and conditions of business, you will be happy to join our agency. To register, complete the family application form and send it back via email to us. On receipt of your completed application form, and £50 registration fee, we shall endeavour to do our best to place an au pair with you, who will be compatible with your family requirements.

We need these following documents if you want our Agency to place Au Pair/Mothers help or Couple Au Pair for your family.;

Completed Family form in Agency Pack –

A dear Letter to Au Pair / Mothers Help

A £50 Registration Fee :See Bank Details Below

Family Photo-Just one or two pictures with entire family

Once you have accepted an au pair to join your family, placement fee becomes payable immediately. We only accept post office money order or payment directly into account. Assuring you of our best intent at all times.

*Yours sincerely,
Mr Samuel Brown
Snr Consultant*

Registration Slip

I/We wish to register with British Au Pair Agency I/We understand that as soon as you receive the registration form with the registration fee of **£50** and completed form, you will send details of Au Pairs for selection. (Registration fee can be made through Bank Transfer into Our Account- **NATWEST Bank -A/C; 34411437** Sort Code:**60-06-33**; Account Name;

British Au Pairs Agy

Full Name:	Telephone Number:
Email:	Mobile:
Address:	

Signed:	Date:
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FAMILY APPLICATION FORM

YOUR DETAILS

SURNAME (WIFE/PARTNER)	FIRST NAME (WIFE/PARTNER)
SURNAME (HUSBAND/PARTNER)	FIRST NAME (HUSBAND/PARTNER)
ADDRESS	
HOME TELEPHONE NO:	HOME FAX No:
OFFICE TELEPHONE NO:	OFFICE FAX NO:
OCCUPATION (WIFE / PARTNER)	AGE (WIFE / PARTNER)
OCCUPATION (HUSBAND / PARTNER)	AGE (HUSBAND / PARTNER)
NATIONALITY & RELIGION (WIFE / PARTNER)	
NATIONALITY & RELIGION (HUSBAND / PARTNER)	
CHILDREN NAME, AGE AND SEX	
FAMILY / HOBBIES / INTERESTS	
FAMILY PETS	

TYPE OF AU PAIR (Please Tick)

REGULAR	PLUS
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TYPE OF STAY (Please Tick)

SEMI-PERMANENT	PERMANENT	SUMMER / TEMPORARY
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WEEKLY POCKET MONEY

£85.00 - £90.00	£140 - £220	OTHER/M.H/NANNY
Au Pair	<input type="checkbox"/> Mothers Help	<input type="checkbox"/> £240 - £300 weekly

DESCRIBE YOUR HOME:-

DESCRIBE THE AU PAIR'S ACCOMMODATION (Own room, own bath, TV, etc)

IS THERE A BYCICLE FOR THE AU PAIR?

☐ Yes

☐ No

NEAREST TOWN	DISTANCE FROM HOUSE
NEAREST AVAILABLE PUBLIC TRANSPORT	DISTANCE FROM HOUSE
NEAREST SHOPPING AREA	DISTANCE FROM HOUSE
DISTANCE TO ENGLISH CLASS	DISTANCE TO CHURCH
DISTANCE TO THEATRE	DISTANCE TO CINEMA

YOUR PREFERENCES

WHAT GENDER AU PAIR WOULD YOU PREFER?	FEMALE / MALE (Tick Appropriate)
DO YOU NEED AN AU PAIR WHO CAN DRIVE?	YES / NO / DON'T MIND (Tick Appropriate)
IF YES, IS YOUR CAR AUTOMATIC?	YES / NO (Tick Appropriate)
DO YOU PREFER A NON - SMOKER?	YES / NO / DON'T MIND (Tick Appropriate)
EARLIEST DATE TO START?	LATEST START DATE?
LENGTH OF STAY? 0-3 MONTHS / 12 MONTHS PLUS (Tick Appropriate)	

REFERENCES

Please give the name and address of one person to whom the Agency can apply for personal reference (outside the family)

Name:

Address:

.....

Telephone Number: Fax:

AGREEMENT :I have read and accepted the terms and conditions of business as specified in the brochure. I understand and accept the Au Pair / Nanny/Mother help introduced to me by British Au Pair Agency will be treated as a member of the family. I understand that if my Au Pair / Nanny's stay with me is extended, I must inform the British au Pair Agency immediately and that I am liable to pay any difference in fees arising from such an extension.

Signed: Date:20.....



British Au Pairs Agency

Weekly Timetable in the Family Childcare/Household Duties

(To help you prepare for normal weekly routine in our family we have prepared the following timetable. It is, however, only a guideline as to a typical week with us and could change considerably.)

Au Pair Duties		
Weekdays	AM	PM
Monday / Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Babysitting evenings per week: _____
 Free days per week: _____
 Domestic help employed: _____
 Name of host family: _____
 Date: _____



TERMS AND CONDITIONS OF BUSINESS

1. TERMS OF PAYMENT

Placement fees become payable immediately upon acceptance of our services. No Au Pair/Nanny can be sent to your home unless all fees have been paid. Once you have accepted an Au Pair/Nanny for a given period of time, invoice raised already can be changed but British Au Pairs Agency will charge **45 %** administration cost

2. METHOD OF PAYMENT

Payment may be made in Bankers transfer into Agency's account or Post office money order (No Personal Cheque). Bankers' cheque should be made payable to: British Au Pair Agency

3. PAYMENT TO AU PAIR/NANNY

A regular Au Pair must be paid a minimum of £85 -£100per week, after working 25 hours per week and Nanny must be paid £250 to £500 depending on weekly hours of work.

4. TERMINATION

In the event of a host family or Au Pair/Nanny wishing to terminate their agreement, either party must give each other at least **14 days' notice** and inform British Au Pair Agency of their decision. In the event of serious misconduct by the Au Pair/Nanny or the host family, either party shall be entitled to terminate the engagement with immediate effect. If the Au Pair/Nanny's departure is a result of misconduct on the part of the family, the Agency has no obligation to replace the Au Pair or Nanny.

5. APPRAISAL SCHEME

British Au Pairs Agency encourages families to use our informal appraisal system at the end of the 4/5 week/first quarter and six months. This helps to identify any matters of concern that the Au Pair/Nanny or host family might need to discuss together.

6. REPLACEMENT GUARANTEE

If an Au Pair/Nanny proves to be unsuitable, British Au Pairs Agency undertakes to provide an alternative Au Pair/Nanny at no further charge. The agency will need one to three w weeks to plan the replacement. If the host family wishes to cancel at this state, British Au Pairs Agency will refund the host family less **45% Placement** of paid fee (administrative cost).

7. EXTENTION OF AU PAIR/NANNY

Should an Au Pair/Nanny's stay be extended, the Agency must be informed immediately. The family will be liable to pay the difference in fee between one category and the next.

8. HOLIDAY

A week's holiday shall be offered to the Au Pair /Nanny during a six months period of living with the host family. Weekly pocket money should be paid as normal.

9. AU PAIR/NANNY BOOKING PROCEDURE

STEP 1:

Public enquiry/through advert in the /Gumtree/Au Pair.com & Others. The Agency will send or email family application pack to host family / the agency will call to see if enquirer has received information pack. Agency will explain to the enquirer the Au pair/Nanny procedure in details.

STEP 2:

The Client's family application form and non-refundable registration fee is due in the office via email.

STEP 3:

Agency will send by post or email/three suitable Au Pair/Nanny for client considers. After the host family has considered a suitable Au Pair/Nanny the host family will need to write an invitation letter. Host family will need to contact the Au Pair/Nanny by telephone and interview her/him for suitability purposes. British Au Pairs Agency will send or email family invitation letter, family details and our Agency invitation letter to British Embassy for Au Pair to collect Au Pair visa.

STEP 4:

After confirmation of arrival date of the Au Pair/Nanny, the Agency will contact client regarding progress and give family date arrival and flight details. Placement fee is due in office four days to the arrival of the Au Pair/Nanny or the Agency shall place the Au Pair with other family. It is the duty of the host family to pick up Au Pair/Nanny at the port of entry (airport, bus station, etc.)

Note:

The Agency has a pick up system arrangement with a taxi firm to pick up your Au Pair/Nanny from airport/bus station to your house (£90.00) will be charged if it is within London and £100 - £250 if outside London).

STEP 5:

Upon arrival host family home the host family must explain duties to Au Pair/Nanny and also about green card registration, Au Pair's English School, arrangement for free days, light housework duties etc.

PLEASE NOTE:

Au Pairs from Non EEC countries are not permitted to do extra work outside the host home (immigration rules) and British Au Pair Agency will call both, host family and Au Pair/Nanny, to supervise placement.

10. PLEASE TAKE NOTE OF THE FOLLOWING

1. The Au Pair / Nanny will only work agreed hours of work. Au Pair / Nanny will only baby-sit for 2/ 3 evenings.
2. The Au Pair / Nanny will help the host family do light housework. The Au Pair / nanny will look after child (ran) assigned to her / him.
3. The Au Pair / Nanny will be treated with respect; also the Au Pair / Nanny will respect the host family. The Au Pair / Nanny should have the host family's permission before brining friends home or using host telephone.
4. The Au Pair / nanny will not share a room with any other member of the family. Au Pair / Nanny's weekly pocket money will be given at the end of each week.
5. Au Pair / Nanny will respect the host family by not coming to host family's home late in the night or coming home drunk.
6. Au Pair / Nanny will prepare or eat with the host family. The host family is responsible for the safety of the Au Pair / Nanny. The host family must inform universal Au Pair & Nanny Agency of any misunderstanding.

AUGUST 2017

OUR FEES:

Registration Fee: none- refundable	£50.00
Regular Au Pair: (0-12 months)	£350.00
Summer Au Pair (0-3/4 months)	£150.00
Mothers Help: (Standard)	£450.00
Regular Nanny:	£500.00
Couple Au pair –For Both	£550.00

I have read and accepted the terms and conditions of business as specified.

Signed: _____

Name: _____

Date: _____